

To NH Public Librarians:

The NH State Annual Report currently asks for number of programs and program attendance by category (children, young adults, and other). Many libraries are changing the nature of programs offered during the current situation. ***It will be important for you to keep virtual program counts separate from physical programs.***

Count each instance of a virtual program as one (1) program. Count the audience while the program is live as attendees. ***Do not count views of a recording as attendees.*** Again, for now, keep virtual programming separate from physical programming. I can't stress that enough.

Record all of your views in a spreadsheet, as you might get a chance to use those numbers in the many surveys State Data Coordinators will put out and other researchers will be asking for participation outside the Public Library Survey (national), when we start asking how your library served the public during the lockdown. ***Views will not*** be included in the FY2020 report under programs and attendees, however, you will likely be asked for this data.

For questions, contact Tim Rohe (603-271-2060; timothy.rohe@dncr.nh.gov)

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